

## **PROJECT LEADER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important supervisory position responsible for planning and directing major components of a computer center's applications programming function. Assignments range from overall responsibility for major developmental efforts to the responsibility for all maintenance programming. The class differs from that of Systems Analyst in that an incumbent has control of application areas which may consist of several projects, whereas the Systems Analyst is normally responsible for the technical development of one project. Work is performed under general direction of a higher level employee. Supervision is exercised over subordinates.

### **TYPICAL WORK ACTIVITIES:**

1. Investigates and evaluates user requests, determines user needs, and presents recommendations;
2. Prepares project plans and schedules, including requirements, tasks, work assignments and resources;
3. Supervises staff of project teams;
4. Provides technical guidance and assistance to project staff;
5. Assists in the formulation of project objectives and systems development requirements;
6. Reports project progress, problems and output to management and users;
7. Coordinates project performance with other work of the department;
8. Assures cost effectiveness and quality of projects undertaken and their implementation;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and techniques used in systems analysis and design; good knowledge of programming languages, including mainframe and windows-based languages; ability to modify or develop new data processing applications systems; ability to coordinate projects with other work of the department; ability to supervise project teams; ability to prepare project plans and schedules; ability to establish effective working relationship with others; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER:        (A)      Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or a closely related field and five (5) years of work experience as a Programmer/Analyst or Systems Analyst directly involved in business or governmental applications (i.e., payroll, AR/AP, ledger, inventory, case management, etc.), which included:
1. two (2) years at a project management level, **and;**
  2. two (2) years primarily using windows-based or web-based programming languages;

**PROJECT LEADER** (Cont'd)

**MINIMUM QUALIFICATIONS:** (Cont'd)

- OR:            (B)        Seven (7) years of experience as described in (A) above, including three (3) years of items 1. and 2.;
- OR:            (C)        An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE:    Training in computer science beyond the Associate's level may be substituted for required work experience (but not for the project management or specific programming experience) on a year-for-year basis, for a maximum of two (2) years.

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